

ROUTING AND TRANSMITTAL SLIP

Date

26 July 82

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. DD/L

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
<input checked="" type="checkbox"/> As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Ed:

We have no problem with exercising
the option. Recommend D/L approval.

STAT

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DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

3F03

Phone No.

C/PD/OL

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆ GPO : 1980 O - 344-156 (17)

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Approved For Release 2009/05/21 : CIA-RDP90-01235R000100070009-7

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Approved For Release 2009/05/21 : CIA-RDP90-01235R000100070009-7

THIS NUMBER MUST APPEAR ON ALL COPIES OF THIS CONTRACT
 CONTRACT/ORDER NO. **82A301500*000**
 DEBIT VOUCHER NO.
 DATE OF CONTRACT/ORDER **1 October 1981**
 DATE OF D.V.

REFERENCE
2420

This contractual document is entered into as of the date above, by and between the United States of America, hereinafter called the Government represented by the Contracting Officer executing the same, and the below named Contractor, hereinafter called the Contractor. The parties hereto agree that the Contractor shall furnish the facilities and deliver the supplies and services set forth herein for the consideration stated.

IMPORTANT IF "X" APPEARS
 → **X** **CONTRACT**—The rights and obligations of the parties hereto shall be subject to and governed by the Schedule and the terms and conditions on the attached General Provisions. (Form No. **1424A(1-81); 1424B(1-81)**) To the extent of any inconsistency within the Schedule and the General Provisions, the Schedule shall control.
 → **TASK ORDER**—The rights and obligations of the parties hereto shall be subject to and governed by this Task Order consisting of the Schedule and all terms and provisions of the Basic Contract indicated above, which is incorporated herein by reference and made a part hereof. To the extent of any inconsistency between Basic Contract and this Task Order, this Task Order shall control.

TO: (Contractor and Address)
01732
Kelly Services, Inc.
1801 K Street, NW
Washington, DC 20006
 MAIL INVOICE TO:
Issuing Office
Attn: Contracting Officer

SHIP TO: (Consignee and Address) IMPORTANT: (Use this address only)
SEE BELOW
 ISSUING OFFICE (Address Inquiries to)
Washington, DC 20024

(NO OTHER MARKINGS SHALL APPEAR ON/IN ANY BOX OR PAPER — SEE GEN-PROV. 35)
 DELIVERY F.O.B. → CITY & STATE — SHIP VIA
 DESTINATION **AS SPECIFIED BELOW**
 PREPAID add chgs to invoice. Enclose receipted waybill.
 OTHER (Specify on schedule)
 DELIVER ON OR BEFORE **SEE BELOW**
 DISCOUNT TERMS **NET 30 DAYS**

ITEM NO.	SUPPLIES OR SERVICES	UNIT	QUANTITY (No. of Units)	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
	SCOPE OF WORK: The Contractor shall provide the services of twenty-two (22) to twenty-seven (27) typists as required for finishing typing, from the hours of 0900 through 1500 daily, except Federal Government holidays, Monday through Friday. The daily deadline for completion of typing for scheduled publications is 1500 hours. Typists provided will possess minimum skills required to type fifty-five (55) words per minute with no more than two (2) errors. Typists provided will be producing manuscript pages for photographic/offset printing and will be typing from corrected telegraphic files and/or finished drafts. These telegraphic files and/or drafts will have been corrected in advance through the use of standard editorial marks and techniques. Typists will be required to produce eighteen (18) pages, averaging 525 words per page and containing fewer than seven (7) individual typing errors per page with no dropped or duplicated lines using IBM Model D typewriters equipped with 14-pitch micro-elite type font. Said 18 pages shall be described as a unit					

DEFENSE ORDER
 NOTE: Use of the rating mandatory on all subcontracts and purchase orders over \$500. Certification thereof shall be "U.S. Government Order/Contract No." shown above.
 TOTAL AMOUNT

RECEIVING — INSPECTION
 DATE RECEIVED
 PIECES
 SHIPMENT NUMBER
 PARTIAL
 FINAL
 CUBE
 CARRIER
 THE UNITED STATES OF AMERICA
 By
 CONTRACTING OFFICER

QUANTITY IN "QUANTITY ACCEPTED" COLUMN HAS BEEN RECEIVED BY ME AND CONFORMS TO THE CONTRACT.
 REMARKS **KELLY SERVICES, INC.**
 SIGNATURE OF AUTHORIZED GOVERNMENT REP.

TO BE INSPECTED BY
 T and I
 Other as Specified in Schedule
 NNT **X** ZERO ONE
 PROCURED ASS. C.
 COMP NO. DEALERS NO. BIDS REC'D. AWARDED TO LOWEST BIDDER AS TO PRICE EXPENDITURE
 YES NO Statement Attached

CHARGE ALLOTMENT NO. **1144-0900**
 COST CENTER SYMBOL **1144-0900**
 REQUISITION NO. **4401-82-0017**
 BUDGET REQ. OFFICE COPY TO **FBIS/B&F**

NAME - ROOM - BUILDING
 For STOCK: ALLOCATION NO.
 For SHIPMENT: STATION NO.
 PURSUANT TO SEC. 3(a) PL 81-110, 1949 AND APPLICABLE AGENCY REGULATION
 PUBLIC EXIGENCY
 IMPRACTICAL TO SECURE COMPETITION
 SHOULD NOT BE PUBLICLY DISCLOSED
 OTHER (Specify)
 AIR SEA POUCH OTHER (Specify)

NOT SUBJECT TO F.P.A. (Pay on basis of certification on) → INVOICE BY AN APPROVING OFFICIAL (O/F forward to office shown above.) RECEIVING REPORT BY AN APPROVING OFFICIAL W/O DEBIT VOUCHER NO. OTHER (AS SPECIFIED IN SCHEDULE OR BELOW)

MEMORANDUM

CONTINUATION

EET

ALL PACKAGES AT
RELATING TO THIS ORLERS
INTRACT

2

NO. OF PAGES

4

CONTRACTOR

KellyServices, Inc.

ORDER/CONTRACT NO.

32*A301500*000

D.V. NO.

SCHEDULE

ITEM NO.	SUPPLIES OR SERVICES	UNIT	QUANTITY (NO. OF UNITS)	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
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and each typist shall be expected to complete a minimum of one (1) unit per day. The Contractor will be expected to maintain continuity of qualified typists producing satisfactorily the above stated product.

PERIOD OF PERFORMANCE:

The product described above shall be furnished during the period 1 October 1981 through 30 September 1982. The Contractor shall be responsible for providing twenty-two (22) qualified typists, ready to begin producing above product on 1 October 1981. Thereafter, the Contractor shall be responsible for furnishing additional qualified typists as required by the Contracting Officer's Technical Representative (COTR) up to but not in excess of twenty-seven (27) qualified typists during the period of performance.

OPTIONS:

1. In addition to the product specified above, the Government reserves the option of periodically requesting the Contractor to provide finished typing for various Government publications. The Contractor shall provide this service when requested.
2. During the performance period the daily typing requirements may change. The COTR will retain the right to reduce the number of typists required by any number, upon providing the Contractor with thirty (30) days notice.
3. The Government retains the option of renewing this Contract for two (2) one (1) year periods beyond 30 September 1982, if the Government's requirement for the above product continues to exist. The exercise of this option will be at the sole discretion of the Government and the Contractor agrees, as signatory to this Contract, to honor the Government's exercise of this option and enter into good faith negotiations concerning the renewal terms.

COMPENSATION/PAYMENT:

The Contractor shall be paid for the delivery of all units at the rate listed below:

Fixed Unit Price \$43.44

In the event that unusual, personal circumstances cause any of the Contractor's employees to stop work prior to completing the required unit of typed pages and said unit remains unfinished at the end of the prescribed time (1500 hours), Contractor will be paid at rate 1/18th of Unit Price per page actually typed and accepted by the COTR.

FUNDS ALLOCATED:

For the purposes of this Contract a total amount of ONE HUNDRED SEVENTY FIVE THOUSAND DOLLARS AND NO CENTS has been allocated for the performance of work as may be called for by the Government hereunder and the Contractor shall not be obligated to incur, nor shall the Government be obligated to pay any amounts in excess thereof, unless and until the Contracting Officer shall have notified the Contractor in writing that the total funds allocated have been increased. Such notification shall be in the form of an amendment to this Contract.

GOVERNMENT FURNISHED EQUIPMENT: (GFE)

The Government will furnish the following equipment for use by the Contractor, at no cost, for performance under this contract:

CONTINUATION SET

THIS NUMBER MUST
ALL PACKAGES BE
RELATING TO THIS ORDERIN UN
ITS
INTRACT

NO OF PAGES

3

4

CONTRACTOR Kelly Services, Inc.	ORDER/CONTRACT NO. 82*A301500*000	O V NO.
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SCHEDULE

ITEM NO.	SUPPLIES OR SERVICES	UNIT	QUANTITY (NO OF UNITS)	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
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- 1) Twenty-seven (27) typing desks and chairs. Each set (desk and chair) will occupy twenty-five (25) square feet of floor space, exclusive of aisles.
- 2) Twenty-seven (27) each IBM Model D typewriters.
- 3) All normally required office supplies (i.e., paper correction materials, reference books, etc.)
- 4) All desks, tables, chairs, required by the COTR.

All GFE acquired or generated through Contract No. 81*A301500*000 is hereby transferred to this Contract. All GFE is accountable for in accordance with Article 19, Section B of the General Provisions.

The Government warrants (guarantees) that the above-furnished equipment will be suited for its intended use and purposes. The Contractor will be required to return this equipment, upon completion of this Contract, in the same undamaged condition as originally received less fair wear and tear.

The Contractor shall be responsible for safeguarding all Government furnished equipment, supplies and all else while located in the Contractor's Rosslyn, Virginia office space.

The Government shall provide the following services:

1. Upon completion of this Contract, remove from the Contractor's Rosslyn, Virginia office space all Government Furnished Equipment and remaining supplies identified above.
2. At least one (1) experience Government employee to provide day-to-day work flow and product acceptance.

RESTRICTION ON CONTRACTOR FURNISHED OFFICE SPACE:

It is mutually understood and agreed by the parties hereto that the Contractor is to conduct no other business in the Rosslyn, Virginia office space furnished for purposes of this requirement.

INVOICE INSTRUCTIONS:

All invoices shall be submitted to the Contracting Officer in triplicate, either monthly or biweekly at the Contractor's option. Invoices submitted must show the following information:

1. Contractor's correct check mailing address;
2. Total number of lots by date, the unit price and the invoice period.

The Contracting Officer's Technical Representative will certify the correctness of each invoice and the Contracting Officer will thereafter approve each invoice for payment.

NON-PUBLICITY:

The attention of the Contractor is specifically directed to Section A of the General Provisions, Article 24 entitled, "Non-Publicity" which states, "It is a specific condition of the agreement that the Contractor shall not use or allow to be used any aspect of this agreement for publicity or advertisement purposes. The Contractor may request a waiver of the foregoing but shall not deviate therefrom unless so authorized in writing by the Contracting Officer."

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NO OF PAGES

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CONTRACTOR

Kelly Services, Inc.

ORDER/CONTRACT NO.

32*A301500*000

D.V. NO.

SCHEDULE

ITEM NO.	SUPPLIES OR SERVICES	UNIT	QUANTITY (NO. OF UNITS)	UNIT PRICE	AMOUNT	QUANTITY ACCEPTED
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CERTIFICATE OF CURRENT COST/PRICING AND DISCLOSURE STATEMENT(S):

The Contractor certifies, as signatory to this Contract, that to the best of its knowledge and belief, cost or pricing data as defined in ASPR 3-807.3(f) submitted either actually or by specific identification in writing (see ASPR 3-807.3g) to the Contracting Officer in support of its cost proposal, are accurate, complete, and current as of 01 October 1981.

The Contractor also certifies that the Disclosure Statement(s) required by the Cost Accounting Standards Act were filed with the government. Further, the Contractor agrees to make available said Disclosure Statement(s) to the Sponsor if requested.